

# **User Manual**

## **Management System: P G School, IARI**

### **Creation of New User Account**

#### **Help Desk :**

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**P.G. School, Indian Agriculture Research Institute  
(ICAR)  
Library Avenue, Pusa, New Delhi, India**

# 1. Login

## 1.1 Accessing the Login page

Steps.

1. Click **Start Button** on left hand corner of your Monitor Screen.
2. Drag the mouse and place the mouse-pointer over **Programs**.
3. Look at the pop-up menu on right of the screen and search **Internet Explorer**.
4. Drag gently mouse-pointer over **Internet Explorer**.
5. Double-click **Internet Explorer** to start it.
6. Find address-bar at top of the Internet Explorer Window.
7. Type <http://pgs.iasri.res.in/> in the address-bar and press Enter key.

Result

1. You will see the Log-in Page of **Management System for P G School, IARI** (Fig. 1.).



**Fig. 1. Login Page of PG School, IARI.**

## 1.2 Creation of Login Account for New Users

### 1.2.1 Open User Registration Form

Steps.

1. Look at **Login** dialogue-box at top right corner of the Login page in Fig. 1.
2. Click on **New User** button.

Result

1. You will see User Registration page (Fig. 2.).

**Management System : PG School, IARI**

**User Registration**

Please create User Id as your First Name followed by Date of Birth(ddmmyyyy) e.g. dinesh23031984

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**\*User ID**

**\*First Name**

Middle Name

Last Name

**\*Title** Dr. ▾

**\*Father's Name**

Password must be 8 characters long and should contain atleast one numeric character

**\*Password**

**\*Confirm Password**

Email

Web Page

**\*Gender** Male ☐ Female ☐

**\*Category** ▾

**\*User Type** ▾

**\*D.O.B.** DD ▾ MM ▾ YYYY ▾

Phone

Mobile

**\*Address Correspondence**

**\*Address Permanent**

The fields marked with \* are mandatory.

Done

Internet | Protected Mode: On

100%

**Fig. 2. User Registration**

### 1.2.2 Fill User Registration Form

The form in Fig. 2., contains various items. They are shown in blue font. Each item has some box or list-boxes or radio-buttons next to the item. You need to click inside a box and type in the desired information for **\*User ID**, **\*First Name**, Middle Name, Last Name, **\*Title**, **\*Father's Name**, **\*Password**, **\*Confirm Password**, Web Page, Phone, Mobile, **\*Address Correspondence**, **\*Address Permanent**. The items marked with \* are mandatory. The User

ID should be 'Your First Name followed by Date of Birth(ddmmyyyy) e.g. dinesh23031984'.  
Password must be 8 characters long and should contain at least one numeric character.

#### Steps.

1. Fill in the text boxes next to the items name as indicated in above paragraph.
2. As the case may be, click on either **Male** or **Female** button next to **\*Gender** item.
3. Click on list-box next to **\*Category** item, drag the mouse pointer to GEN, SC, ST or OBC and click it as per your category.
4. Click on list-box next to **\*User Type** item, drag the mouse pointer to PG School Official, Faculty, Student or Teacher as per your status in PG School, IARI. Dean, Professor, Head, Professor, Head and Professor, Guide user type is Faculty. Administrator will upgrade the status as per his records.
5. To enter your date of birth in the system,
  - a. Click on first list box next to **\*D.O.B.** item and click on day of your birth.
  - b. Click on second list box next to **\*D.O.B.** item and click on month of your birth.
  - i. Click on third list box next to **\*D.O.B.** item and click on year of your birth.
6. Finally, click on **Submit** button.

#### Result

1. A sample Registration Form is shown in Fig. 3.
2. On clicking the **Submit** button in Fig. 3., you will see the user verification screen Fig. 4.

**Management System : PG School, IARI**

**User Registration**

Please create User Id by appending your First Name followed by Date of Birth(ddmmyyyy) e.g. dinesh23031984

\*User ID: hari07021950

\*First Name: Hari

Middle Name: Om

Last Name: Agarwal

\*Title: Mr.

\*Father's Name: Mr. Ram Saran Dass

Password must be 8 characters long and should contain atleast one numeric character

\*Password: .....

\*Confirm Password: .....

Email: hariom@iasri.res.in

Web Page:

\*Gender: Male ☒ Female ☐

\*Category: GEN

\*User Type: Teacher

\*D.O.B.: 07 Feb 1950

Phone:

Mobile: 9868307277

\*Address Correspondence: Division of Computer Applications, IASRI,


\*Address Permanent: Division of Computer Applications, IASRI,

The fields marked with \* are mandatory.

Submit Reset

Done Internet | Protected Mode: On 100%

**Fig. 3. Sample Filled in User Registration Form**



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PLEASE CHECK ENTERED DATA

User ID	hari07021950
First Name	Hari
Middle Name	Om
Last Name	Agarwal
Title	Mr.
Father's Name	Mr. Ram Saran Dass
Email	hariom@iasri.res.in
WebPage	
Gender	male
Category	GEN
User Type	tc
User DoB (Date)	07
User DoB (Month)	02
User DoB (Year)	1950
Phone	
Mobile	9868307277
Address Correspondence	Division of Computer Applications, IASRI, New Delhi
Address Permanent	Division of Computer Applications, IASRI, New Delhi

[Home](#)
[Edit](#)
[Reset](#)
[Verified](#)

**Fig. 4. User Verification Screen.**


### 1.2.3 Receive Confirmation from the System

#### Steps

1. Click on **Edit** button, if you see some wrong information in Fig. 4. and wants to correct it.
2. Click on **Home** button in Fig. 4., if you do not wish a login account on the system.
3. Click on **Verified** button, if you believe the information is right and want to proceed with creation of user account of Management System: PG School IARI.

#### Results

You will get an acknowledgement from the system as in Web-page in Fig. 5.



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Thank You Mr.Hari

Your application for registration has been received.

You will be contacted through E-mail after verification.

**Fig. 5. User Receiving Thanks After Registration**

### 1.3 Login After Submission of your Application for Registration

Once you have received thanks from the system **Fig. 5.**, the System Administrator will receive your application for Registration. The System Administrator will confirm your identity as a faculty/ Student/ Teacher/PG School Official and authorize you as authenticated user of the system. Once you become an authorized user you can login into the system.

#### Steps

1. Access the website of the system (Section 1.1).
2. Look at Login dialogue-box at top right corner of the Login page in Fig. 1.
3. Fill in User Name and Password textboxes
4. Click on Sign In button.

#### Results

You will see a similar page as shown in Fig. 6. This is your Home page.

**Management System : PG School, IARI**

No of Records: 1

Home | Personal | Courses | Advisory Committee | Reports | Progress Report | Thesis Submission | ORW

Comprehensive Exam | Student Contingency

### Basic Information of Mr. Hari Om Agarwal

Faculty Id	hari07021950
Faculty Posting Place	IASRI
Faculty Specialisation	IASRI
Faculty Research Area	Website Development
Parent Discipline	Computer Application
Discipline	Computer Application

### Qualification Table

No Records found

Degree	Marks Obtained	Total Marks	Year of Passing	Subject
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### Profile Table

User Id	hari07021950
First Name	Hari
Middle Name	Om
Last Name	Agarwal
Title	Mr.
Father's Name	Mr. Ram Saran Dass
Email Id	
Web Page	
Gender	male
Category	GEN
Type	ft
D. n	5/2/1950

Internet | Protected Mode: On | 100%

**Fig. 6. Home Page of a User**